

27 September 1951

MEMORANDUM FOR: ASSISTANT DIRECTOR, O/CD  
CHIEF, ADMINISTRATIVE SERVICES  
ADVISOR FOR MANAGEMENT

SUBJECT: After Hours Delivery of Classified Documents

1. As a result of a discussion on 24 September 1951 between O/IC and O/CD it was agreed that O/CD is responsible for dissemination (deciding who should get what documents), but not for distribution (physical delivery). O/CD has a further responsibility, however, to see that the courier service has proper "mailboxes" in the other agencies in which to deliver material. The courier service must, therefore, report promptly to O/CD any defective "boxes" and O/CD Liaison Division will then see that they are fixed or new ones designated.

2. In line with this understanding O/CD has agreed to take the responsibility for establishing approved delivery points in each agency and for preparing appropriate standard instructions for issuance to the Courier Service and other CIA offices with respect to after hours deliveries.

3. After a system has been put in operation O/CD will discuss with Administrative Services the desirability of sending to the originating offices the appropriate portions of the current weekly lists of undeliverable items. O/CD should continue to receive the complete list.

4. Unless I hear from you further in this matter I will assume that this clarification of responsibility is satisfactory and meets the needs which have become apparent to you in connection with this problem.

JAMES Q. HENNER  
Assistant Director  
Intelligence Coordination

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